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Bulletin Number	24133BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Auditor-Controller
Position Title	DIVISION CHIEF, AUDITOR-CONTROLLER
Exam Number	S0723B
Filing Type	Standard
Filing Start Date	09/09/2013
Filing End Date	09/13/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	9584.44
Salary Maximum	14506.82
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Alternate Work Schedules
Position/Program Information	<p>This position has immediate charge of a division of the Department of Auditor-Controller.</p> <p>Positions allocable to this class manage a division within the Department of Auditor-Controller and report to an Assistant Auditor-Controller. Positions require the application of a broad knowledge of management principles, practices, and methods, and of departmental policies, procedures, and operations. Division Chiefs are distinguished by their ability to analyze and make recommendations for the solution of problems of organization, procedure, program, systems, budget, or personnel. Positions also require the application of excellent written and verbal communication skills and the ability to interact effectively with others, including all levels of staff within the Department.</p> <p>Essential Job Functions</p> <p>Leads a division within the Department by communicating, empowering, mentoring, motivating, thinking strategically, and encouraging subordinate managers and divisional employees to promote the Department's mission, vision, values, and strategic goals.</p> <p>Manages a division within the Department by planning, organizing, coordinating, and enhancing the implementation of the division's work activities to ensure that quality customer services and products are delivered in a timely, accurate, efficient, and effective manner.</p> <p>Establishes measurable divisional goals and objectives that align with County/departmental strategic goals and professional guidelines.</p> <p>Plans and maintains an effective work flow from inception to completion and post implementation by coordinating various functions and tasks via relevant internal and external stakeholders (e.g., executive team, advocates, and other departments), subordinate managers, or supervisors; evaluating workload; determining priorities; evaluating and implementing new technologically-advanced enhancements; and assigning personnel to meet desired outcomes.</p>

Directs the evaluation of a division's operations by planning, organizing, and coordinating the analysis of current work processes (e.g., work measurement studies); policies; procedures; Board directives; and other legal and professional mandates in order to recommend and implement revised work methods that improve quality service delivery, efficiency, and increase productivity.

Develops and monitors a division's operating budget by assessing relevant budgetary data, evaluating divisional needs, preparing budget and potential alternative solutions, reviewing budget reports, overseeing staff allocation, monitoring contracts, and monitoring services and supplies expenditures to ensure efficient and effective budget administration in accordance with County Code and County Fiscal Manual governing budget administration and internal controls.

Performs a full range of supervisorial activities, which includes directing and delegating tasks to subordinate managers and supervisors; monitoring, reviewing, and evaluating staff activities; motivating employees; and being involved in the interviewing, hiring, and performance management process (e.g., training, evaluating, and disciplining employees).

Directs studies related to a function, program, or service by planning, organizing, directing resources, and coordinating the collection, analysis, and presentation of information in order to develop, recommend, or implement an effective operational, fiscal, or policy change.

Directs highly complex or sensitive projects or assignments by utilizing the appropriate project management tools; following relevant policies, procedures, and professional guidelines; and directing resources.

Prepares, reviews, and evaluates a variety of documents and data (e.g., correspondence, Board letters/memos, financial reports, claims, investigation reports, internal control guidelines, contracts, executive summaries, and proposals from vendors and business entities).

Builds and maintains partnerships with a variety of internal and external stakeholders (e.g., Board of Supervisors, Chief Executive Office, County departments, County employees, taxpayers/citizens, representatives of federal/state agencies, contractors, special districts, debt investors, and banks).

Advises the executive management team, subordinate managers, and County line department staff about matters related to a division's function, programs, or services.

Represents the Department at various external functions or events (e.g., meetings, committees, conferences, and public hearings).

Develops and enhances knowledge and skills by attending training classes, related conferences, and other educational opportunities.

Facilitates a safe work environment and efficient use of space by directing and monitoring compliance with facility and risk management programs and divisional operations.

Requirements

SELECTION REQUIREMENTS: A Bachelor's degree from an accredited* college or university in Accounting, Business Administration, Information Systems, Management, Public Administration, or a related field - AND - Five (5) years of experience in a management capacity, at the level of the

County's class of Principal Accountant, Auditor-Controller**, managing a major section involved in accounting, auditing, budget, disbursements, personnel, property tax or systems functions in a county auditor organization.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Extensive experience providing strategic direction to subordinate managers, particularly in policy and program development, audits, fund disbursements, and multi-user projects;
- Extensive experience managing staff performance, including administering discipline and resolving conflict in accordance with Civil Service rules;
- Experience working effectively with public officials, the management of county departments, agencies, and the public;
- Thorough knowledge of principles and practices of governmental accounting, budgeting and control, and financial reporting;
- Knowledge of federal and state laws and regulations affecting Los Angeles County; and
- Excellent verbal and written communication skills.

**Special
Requirement
Information**

In order to verify any type of college degree, such as Bachelor or Master degree, or completion of a certificate program, **you MUST include** a legible **photocopy** of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**Experience at the level of the Los Angeles County's class of Principal Accountant, Auditor-Controller is distinguished by responsibility for supervising the activities of a major section of the Department of Auditor-Controller.

**Accreditation
Information**

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of TWO parts:

A computerized Work Styles Assessment (WSA) weighted 50% of the final score, designed to assess Director Potential, Director Judgment, Deductive Reasoning, Leadership Professionalism, Business Acumen, Drive for Results, Building Relationships, and Self Motivation.

A structured interview weighted 50% of the final score, which will assess aspects of the following competencies: oral communication; interpersonal skills; diversity awareness; conflict management; service motivation; technical credibility; human resources management; financial management; technology management; and ability to perform, interpret, and evaluate mathematical calculations.

Candidates must achieve a passing score of 70% on both assessments (i.e., the WSA and the structured interview) in order to be placed on the eligible list.

Applicants that have taken the identical WSA for other exams within the last (12) months will have their responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least one year.

In accordance with Civil Service Rule 7.19, the written test materials (i.e., WSA) are standardized and copyrighted; and therefore, not subject to review. In addition, requests for handscoring for this examination will not be granted.

Special Information **Background Checks:** Successful applicants will be required to complete a thorough background investigation, including a fingerprint search prior to appointment. Example of disqualifying factors is any felony conviction or conviction of a misdemeanor involving moral turpitude and job related misdemeanor convictions.

Vacancy Information The resulting eligible list for this examination will be used to fill an **immediate vacancy in the Department of Auditor-Controller's Tax Division**, as well as future vacancies throughout the Department.

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift Day

Application and Filing Information **INSTRUCTIONS FOR ONLINE FILING**

APPLICATIONS MUST BE FILED ONLINE ONLY. Click on the link above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email.

We must receive your application by 5:00 p.m. PST, on the last day of filing. Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job. **You must upload any supporting documents during the application submission process.** If you are unable to attach required documents, you may fax them to (213) 947-4848. Please include your name, exam number and exam title on all faxed and emailed documents. As we may send correspondence via email, **please ensure your email address is current and correct.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements for this position. Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience. In the section provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

Although resumes are accepted, they are considered a supplement to the application. Failure to provide complete information on your application and failure to attach supporting documentation may impact assessment of your qualifications and acceptance into the examination process.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

For additional information, please contact the exams analyst, Daniel Ramirez at (213) 974-1278.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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ADA Coordinator Phone	(213) 974-8513
Teletype Phone	(213) 974-0911
California Relay Services Phone	NONE
Alternate TTY Phone	NONE
Job Field	Administration Executive Finance and Accounting
Job Type	Professional

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